

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO.

N1-421-89-1

TO: GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

DATE RECEIVED

10-24-89

1. FROM (Agency or establishment)

National Trust for Historic Preservation

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

2. MAJOR SUBDIVISION

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

Carol Jackson

5. TELEPHONE EXT.

673-4094

DATE

11/1/89

ARCHIVIST OF THE UNITED STATES

Signature of the Archivist
not required for disposition
of non-Federal records

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of _____ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence: is attached; or is unnecessary.

B. DATE	C. SIGNATURE OF AGENCY REPRESENTATIVE	D. TITLE

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
	See attached scheduled.		

*Copies sent to NCF
NNS, NNT, NW, NIA 11/2/89*

National Trust for Historic Preservation Records Schedule

I. Executive Department

1. **Administrative Management Files.** Contains records relating to the routine management of set Executive Department policies. Records consist of correspondence, reports, and other documents assembled for particular subjects connected with program activities. Topics include general administration; management and board committees; and travel information and trip reports. Excluded are records covered elsewhere in this schedule and also files that document significant policies, plans, or accomplishments.

Disposition: Destroy when ten years old.

2. **Formal Minutes of the Board and Executive Committee.** Each group of minutes contains reports from committees concerned with properties, education, finance, and other matters. Also present are agendas, resolutions, memoranda, and financial reports. Subjects discussed cover the full range of NTHP activities, including the annual preservation conference, events and exhibits at properties, membership development, internal administration, and preservation issues in general. Minutes are arranged chronologically. Minutes dating after 1985 are filed with the Board Records (see item 3, below). Volume: approximately 3 feet. Annual accumulation: none.

Disposition: Permanent. Transfer to the National Archives when 20 years old.

3. **Board Records.** These records are arranged roughly by board committee (finance, audit, curatorship, marketing, trusteeship, and so forth), and chronologically thereunder. Present are board and executive committee minutes, as well as committee reports. Also included are pre-meeting "mailings," which include agendas, memos, and background reports. Records generated by Trust ad hoc committees are also located here. Active material dates from ca. 1976 to the present. Volume: approximately 9 feet. Annual accumulation: <1 foot.

Disposition: Permanent. Transfer to the National Archives when 20 years old.

4. **President's Correspondence.** Included here are copies of all outgoing letters signed by the NTHP president. Subjects cover all areas of program activity, with an emphasis on external relations. Topics include requests for support from various historic preservation groups; policy discussions with government and private officials; social events; congressional testimony; and NTHP-sponsored preservation conferences. The files (1984-present) of the current president, Jackson Walter, are maintained in Trust offices; predecessor files are located in inactive storage. Volume: 3 feet. Annual accumulation: <1 foot per year.

Disposition: Permanent. Transfer to the National Archives when 20 years old.

5. **Personal Staff Files.** Files kept by staff for exclusively personal activities and concerns. This item excludes files used for official NTHP business, as well as any official records.

Disposition: Destroy when superseded or obsolete. Do not send to the Federal Records Center.

II. Department of Resources Development

1. **Administrative Management Files.** Contains records relating to the routine management of set Department of Resources and Development policies relating to Special Programs, Planned Giving, Foundations Relations, Research and Records, and the Foundation for James Madison's Montpelier. Records consist of correspondence, reports, and other documents assembled for particular subjects connected with all program activities. Topics include general administration; consultants; Heritage Society events; special events; telephone solicitation campaigns; donations and bequests; foundation proposals; prospective donors; and project fundraising. Excluded are records covered elsewhere in this schedule and also files that document significant policies, plans, or accomplishments.

Disposition: Destroy when ten years old.

2. **Financial Records.** Records associated with financial accounting and administration, including budgets; checks; contracts; billing data; journal entries; inventories; invoices and sales data; audits; banking and tax data; charitable giving; endowment accounting; loan, grant, and payroll data; and related documents not covered elsewhere in this schedule. Note: particular financial records required in connection with disputed claims or legal proceedings are to be retained beyond the stated disposition until no longer needed.

Disposition: Destroy when seven years old, providing all audits are completed.

3. **Routine Correspondence.** Letters (either incoming, outgoing, or both) and related documents relating to the general administration and operation of the Department of Resources and Development. Excluded are records covered elsewhere in this schedule and also files that document significant policies, plans, or accomplishments.

Disposition: Destroy when five years old.

4. **Personal Staff Files.** Files kept by staff for exclusively personal activities and concerns. This item excludes files used for official NTHP business, as well as any official records.

Disposition: Destroy when superseded or obsolete. Do not send to the Federal Records Center.

5. Corporation and Foundation Profiles. Arranged alphabetically by corporation or foundation. Present is donor financial information, including corporation and foundation support for NTHP annual meetings and preservation conferences. The files also contain annual reports and financial statements, news clippings, and general information concerning corporate donation and foundation grant programs.

Disposition: Destroy when superseded or obsolete. Do not send to the Federal Records Center.

6. Individual Profiles. Arranged alphabetically by individual. Included is personal, financial, and social information relevant to individual donations to the NTHP. Present also are brief biographies and news clippings concerning donors, as well as invitations to NTHP social events.

Disposition: Destroy when superseded or obsolete. Do not send to the Federal Records Center.

7. Deceased Donor Records. Arranged alphabetically. Personal, financial, and social information is included, as are wills and trust documents associated with any donations. Summary details concerning donations to NTHP during are also contained in the files. The records date from 1967 to present. Volume: 20 feet. Annual accumulation: <1 foot.

Disposition: Permanent. Transfer to the National Archives when 20 years old.

8. Secondary Reference Material. Includes books, magazines, reports, brochures and other printed material from external sources.

Disposition: Destroy when superseded or obsolete. Do not send to Federal Records Center.

III. Department of Programs, Services and Information

1. **Administrative Management Files.** Contains records relating to the routine management of set Department of Programs and Services policies relating to Financial Services; National Main Street Center; Rural Program; Regional Operations; and Preservation Services. Records consist of correspondence, reports, and other documents assembled for particular subjects connected with all program activities. Topics include general administration; departmental and NTHP program information; endangered properties; field services groups; consultants; services information; conferences; preservation resources; and state preservation information. Excluded are records covered elsewhere in this schedule and also files that document significant policies, plans, or accomplishments.

Disposition: Destroy when ten years old.

2. **Administrative Support Files.** Records consist of forms, procedural or transactional items, correspondence, and various types of routine, repetitive documents assembled for administrative support purposes. Topics include applications; fundraising and proposal attachments; and budget reports.

Disposition: Destroy when five years old.

3. **Financial Records.** Records associated with financial accounting and administration, including budgets; checks; contracts; billing data; journal entries; inventories; invoices and sales data; audits; charitable giving; loan, grant, and payroll data; and related documents not covered elsewhere in this schedule. Note: particular financial records required in connection with disputed claims or legal proceedings are to be retained beyond the stated disposition until no longer needed.

Disposition: Destroy when seven years old, providing all audits are completed.

4. **Routine Correspondence.** Letters (either incoming, outgoing, or both) and related documents relating to the general administration and operation of the Department of Programs and Services. Excluded are records covered elsewhere in this schedule and also files that document significant policies, plans, or accomplishments.

Disposition: Destroy when five years old.

5. **Personal Staff Files.** Files kept by staff for exclusively personal activities and concerns. This item excludes files used for official NTHP business, as well as any official records.

Disposition: Destroy when superseded or obsolete. Do not send to the Federal Records Center.

6. **Duplicate Board and Committee Records.** Includes minutes, agendas, reports, correspondence, and related documents that duplicate materials covered under other schedule items.

Disposition: Destroy when when superseded or obsolete. Do not send to the Federal Records Center.

7. **Preservation Forum Publications.** The Preservation Forum is a membership program for historic preservation professionals and organizations. Program publications are technical in content, and include Preservation Forum, Forum Newsletter, and Forum Information Sheets. These publications date from 1986 to the present. Volume: <1 foot. Annual accumulation: <1 foot.

Disposition: Permanent. Transfer to the National Archives in 5 year blocks when 5 years old.

8. **National Preservation Conference Printed Programs.** Programs produced for annual conferences held since 1946. Contents include general information (including highlights of NTHP accomplishments during the preceding year), descriptions of program sessions, lists of participants, and descriptions of special meetings and other events held in conjunction with the conference. Volume: <1 foot. Annual accumulation: <1 foot.

Disposition: Permanent. Transfer to the National Archives in 5 year blocks when 5 years old.

National Main Street Center (NMSC) Program Records.

9a. **Photographs.** These images depict buildings and other aspects of communities involved in NMSC activities. This collection includes 8" x 10" prints (some black and white, but mostly color), as well as photographic negatives. Some duplicates are present. Arrangement of the collection varies: part of it is arranged by subject, and part by location. Volume: approximately 7 feet. Annual accumulation: <1 foot.

Disposition: Permanent. Transfer to the National Archives in 5 year blocks when 10 years old.

9b. Slides. These shots are similar in content to the photographs described in item 9a. They were produced for assorted public relations activities and are arranged variously by subject and by location. Some slides are organized into carousels; others are kept in trays and boxes. Volume: approximately 3 feet. Annual accumulation: <1 foot.

Disposition: Permanent. Transfer to the National Archives in 5 year blocks when 10 years old.

10. Historic Communities Files. Arranged by community name. Includes documentation associated with all aspects of NMSC analysis and assistance on behalf of individual communities. Present are architectural studies, community education and retail promotion plans, and NMSC resource team reports outlining problems, goals, and strategies for communities. Volume: approximately 20 feet. Annual accumulation: approximately 1 foot.

Disposition: Permanent. Transfer to the National Archives in 5 year blocks when 20 years old.

11. Network Files. This is a reference file containing copies of local historic preservation ordinances, sign and awning guidelines, cooperative retail advertisements, and newspaper clippings. Any substantive information in this file is duplicated in the Historic Communities Files.

Disposition: Destroy when superseded or obsolete. Do not send to the Federal Records Center.

IV. Department of Stewardship of Historic Properties

1. **Administrative Management Files.** Contains records relating to the routine management of set Department of Stewardship of Historic Properties policies relating to Technical Services and the Center for Historic Houses. Records consist of correspondence, working files, reports, and other documents assembled for particular subjects connected with all program activities. Topics include general administration; Historic Properties Preservation Fund; property visitation and financial data; curatorial and conservation technical information; museum associations; property research; and information for owners of historic houses. Excluded are records covered elsewhere in this schedule and also files that document significant policies, plans, or accomplishments.

Disposition: Destroy when ten years old.

2. **Administrative Support Files.** Records consist of forms, procedural or transactional items, correspondence, and various types of routine, repetitive documents assembled for administrative support purposes.

Disposition: Destroy when five years old.

3. **Financial Records.** Records associated with financial accounting and administration, including budgets; checks; contracts; billing data; journal entries; inventories; invoices and sales data; audits; banking and tax data; charitable giving; endowment accounting; loan, grant, and payroll data; and related documents not covered elsewhere in this schedule. Note: particular financial records required in connection with disputed claims or legal proceedings are to be retained beyond the stated disposition until no longer needed.

Disposition: Destroy when seven years old, providing all audits are completed.

4. **Routine Correspondence.** Letters (either incoming, outgoing, or both) and related documents relating to the general administration and operation of the Department of Development and Communication. Excluded are records covered elsewhere in this schedule and also files that document significant policies, plans, or accomplishments.

Disposition: Destroy when five years old.

5. **Accessioning, Loan, and Appraisal Records.** Includes inventories, donor/lender files, and registrar records for objects (furniture, artwork, tools, and so forth) owned by or loaned to NTHP properties.

Disposition: Destroy when superseded or obsolete. Do not send to Federal Records Center.

6. **Comprehensive Property Information.** This series is arranged by property, dates from about 1960 to the present, and contains a broad range of information pertaining to NTHP stewardship and involvement. Included are individual property council minutes and reports; structural detail studies; archeological, historical, and cultural studies; cooperative agreements; budgetary details; and landscaping information. Volume: 60 feet. Annual accumulation: 2 feet.

Disposition: Permanent. Transfer to the National Archives in 5 year blocks when 20 years old.

7. **Photographs (Trust and non-Trust Properties, Structures, and Localities).** Arranged alphabetically by property and thereunder by subject. Covered here are black and white prints (8" x 10" with some 5" x 7") of building facades, gardens, outbuildings, interior rooms, and furniture. Most items are "documentary" images of historic structures under NTHP stewardship. Some images are captioned. These photographs were taken from ca. 1920 to the present. Volume: 4 feet. Annual accumulation: <1 foot.

Disposition: Permanent. Transfer to the National Archives when 10 years old.

8. **Slides.** Arranged alphabetically by property and thereunder by subject. This series consists of 35mm color slides dating from ca. 1969 to the present. Subjects include various aspects of historic properties, including building fascades, interior rooms, furnishings, architectural details, sculpture, outbuildings, and aerial views. "Documentary" images are also present. Slides are captioned. Volume: approximately 1,000 images. Annual accumulation: approximately 100 images.

Disposition: Permanent. Transfer to the National Archives when 10 years old.

9. **Original Property Reports.** These reports were prepared for properties acquired by NTHP. They detail financial value, architectural issues, landscaping, needed repairs or improvements, and a general discussion about the property's significance and potential use. The records date from ca. 1977 to the present. Volume: 15 feet. Annual accumulation: <1 foot.

Disposition: Permanent. Transfer to the National Archives in 5 year blocks when 20 years old.

10. **Architectural Documents by Property.** Arranged by property. Included is a variety of information concerning NTHP properties. Present are landscaping and soil surveys, paint analyses, construction contracts and specifications, field notes, historical background, and preservation proposals. Also included are vellum and blueprint maps and drawings. These records date from ca. 1920 to the present. Volume: 10 feet. Annual accumulation: <1 foot.

Disposition: Permanent. Transfer to the National Archives in 5 year blocks when 20 years old.

11. **History of Property and Completed Development Projects.** Arranged by project. These files pertain to work funded through grants from the Heritage Conservation and Recreation Service and the National Park Service during the 1970s. The grants supported various historical preservation and construction projects at NTHP properties. Projects included landscaping and architectural studies; masonry reconstruction; and structural restoration. Volume: 6 feet. Annual accumulation: none.

Disposition: Permanent. Transfer to the National Archives when 20 years old.

12. **Center for Historic Houses Advisory Council Policy Files.** Includes council minutes; member biographical information; correspondence to and from the council; and Real Estate, Education, Finance, and other committee reports. Topics include participation in the NTHP annual conference; long-range planning; member services; and development of public relations material. The records date from 1985 to the present. Volume 2 feet. Annual accumulation: <1 foot.

Disposition: Permanent. Transfer to the National Archives in 5 year blocks when 20 years old.

13. **Historic House Association of America Records.** Records of an organization in existence from 1979 to 1984, and now merged into NTHP. Includes formal minutes, official correspondence, copies of Historic Houses newsletter, membership information, and statements of organizational goals and objectives. Volume: approximately 10 feet. Annual accumulation: none.

Disposition: Permanent. Transfer to the National Archives when 20 years old.

14. **Personal Staff Files.** Files kept by staff for exclusively personal activities and concerns. This item excludes files used for official NTHP business, as well as any official records.

Disposition: Destroy when superseded or obsolete. Do not send to the Federal Records Center.

V. Department of Law & Public Policy

1. **Administrative Management Files.** Contains records relating to the routine management of set General Counsel policies relating to Legal Services and the Center for Preservation Policy Studies. Topics include general administration; public information; pending litigation; legal and preservation policy subject files; grants; lobbying; and preservation related legislation. Excluded are records covered elsewhere in this schedule and also files that document significant policies, plans, or accomplishments.

Disposition: Destroy 10 years after cut off.

2. **Routine Correspondence.** Letters (either incoming, outgoing, or both) and related documents relating to the general administration and operation of the Department of Development and Communication. Excluded are records covered elsewhere in this schedule and also files that document significant policies, plans, or accomplishments.

Disposition: Destroy when 5 years old.

3. **Personal Staff Files.** Files kept by staff for exclusively personal activities and concerns. This item excludes files used for official NTHP business, as well as any official records.

Disposition: Destroy when superseded or obsolete. Do not send to the Federal Records Center.

4. **Property Files.** Arranged by property. These files contain a variety of documents associated with NTHP ownership and use of properties, including deeds, leases, donations, sale contracts, and appraisal reports. Also present are legal research and briefs concerning taxes, zoning, and potential liabilities. Details associated with endowment funds, construction and renovation, and adaptive use proposals are also included. The records date from ca. 1955 to the present. Volume: 20 feet. Annual accumulation: 1 foot.

Disposition: Permanent. Transfer to the National Archives in 5 year blocks when 20 years old.

5. **Subject Files.** This is a reference file containing magazine and journal articles; copies of model legislation; building codes; and examples of easements, deeds, and other legal documents from various sources connected with historic preservation.

Disposition: Destroy when superseded or obsolete.

6. **Litigation Files.** Arranged by state, these files contain decisions, briefs, and background information concerning lawsuits and other legal actions involving historic preservation issues. Many of the cases involve conflicts over the destruction or renovation of structures or sites with historic value. While NTHP is directly involved in some of these cases, it monitors most for their potential impact on historic preservation matters. The records date from 1950 to the present. Volume: 30 feet. Annual accumulation: 1 foot.

Disposition: Permanent. Transfer to the National Archives in 5 year blocks when 20 years old.

7. **Congressional Correspondence.** Contains incoming and outgoing correspondence between NTHP officials and members of congress. Most items pertain to pending legislation, although other issues associated with historic preservation are addressed as well. Volume: 9 feet. Annual accumulation: 1 foot.

Disposition: Permanent. Transfer to the National Archives in 5 year blocks when 20 years old.

8. **Appropriation Records.** Arranged chronologically. These files relate for the most part to NTHP funds obtained from the Federal government. Included is correspondence with congress and the Office of Management and Budget; position papers drafted by NTHP concerning budgetary matters; and formal requests for funds. Also present is correspondence with other preservation groups concerning Federal funding for NTHP and state and local associations. The records date from 1982 to the present. Volume: 4 feet. Annual accumulation: <1 foot.

Disposition: Permanent. Transfer to the National Archives in 5 year blocks when 20 years old.

9. **Congressional Testimony.** Arranged chronologically. Written statements and background material connected with appearance of NTHP officials before various congressional bodies. Issues include establishment of parks and historic sites; celebration of notable anniversaries; funding for museums and other historic entities; and land use planning and urban development. The records date from 1987 to the present. Volume: 2 feet. Annual accumulation: 1 foot.

Disposition: Permanent. Transfer to the National Archives in 5 year blocks when 20 years old.

VI. Department of Finance and Communications

1. **Administrative Management Files.** Contains records relating to the routine management of set Department of Finance and Communications policies relating to Comptroller, Finance and Budget, Human Resources and Volunteer Services, Information and Management Services, and Membership Development. Records also cover public affairs, advertising, marketing, study tours, and merchandising. Records consist of correspondence, reports, and other documents assembled for particular subjects connected with all program activities. Topics include general administration; investment reports; property appraisal and insurance; assorted working files; personnel policy and orientation; information systems planning; library services; and Membership Development mail and telephone appeal programs. Excluded are records covered elsewhere in this schedule and also files that document significant policies, plans, or accomplishments.

Disposition: Destroy when ten years old.

2. **Administrative Support Files.** Records consist of forms, procedural or transactional items, correspondence, and various types of routine, repetitive documents assembled for administrative support purposes. Topics include staff travel; employment and personnel services; vendor, leasing, and tenant information; and safety and maintenance.

Disposition: Destroy when five years old.

3. **Financial Records.** Records associated with financial accounting and administration, including budgets; checks; contracts; billing data; journal entries; inventories; invoices and sales data; audits; banking and tax data; charitable giving; endowment accounting; loan, grant, and payroll data; and related documents not covered elsewhere in this schedule. Note: particular financial records required in connection with disputed claims or legal proceedings are to be retained beyond the stated disposition until no longer needed.

Disposition: Destroy when seven years old, providing all audits are completed.

4. **Routine Correspondence.** Letters (either incoming, outgoing, or both) and related documents relating to the general administration and operation of the Department of Finance and Communications. Excluded are records covered elsewhere in this schedule and also files that document significant policies, plans, or accomplishments.

Disposition: Destroy when five years old.

5. Official Personnel Folders. Authoritative records documenting the hiring, supervision, management, and separation of NTHP employees. Includes employment application, internal forms and paperwork, pay and benefits data, and related documents.

Disposition: Cut off file at time of separation or transfer of employee. Transfer folders with remaining documents to local FRC in one cubic-foot increments. Destroy 65 years after separation from NTHP.

6. Personnel Records Other than Official Personnel Folders. Includes personnel correspondence and forms, offers of employment, personnel summary information, interview records, and other documents apart from the Official Personnel Folders.

Disposition: Destroy 1 year after separation of employee or when superseded or obsolete, whichever comes first. Do not send to Federal Records Center.

7. Duplicate Board and Committee Records. Includes minutes, agendas, reports, correspondence, and related documents that duplicate materials covered under other schedule items.

Disposition: Destroy when two years old or when superseded or obsolete, whichever occurs first. Do not send to the Federal Records Center.

8. Staff Personal Files. Non-official materials kept by NTHP officials. These files relate to personal activities and interests only, and do not contain unique documentation of NTHP programs, policies, or operations.

Disposition: Destroy at the discretion of individual maintaining the files. Do not send to Federal Records Center.

9. Presidential and Chairman Speeches. Arranged chronologically. Covers written speeches and statements made at various official and social gatherings. Issues associated with historic preservation in general, as well as the NTHP in particular, are addressed. The active records date from 1984 to the present. Volume: 3 feet. Annual accumulation: <1 foot.

Disposition: Permanent. Transfer to the National Archives in 5 year blocks when 20 years old.

10. **Press Releases and Media Advisories.** Arranged chronologically. These records discuss internal NTHP activities as well as specific historic preservation issues. Active records date from 1983 to the present. Volume: 6 feet. Annual accumulation: <1 foot.

Disposition: Permanent. Transfer to the National Archives in 5 year blocks when 20 years old.

11. **Public Relations Policy Files.** Arranged by subject, and chronologically thereunder. These records document NTHP public relations policy and strategy, including outreach, professional advice, and legislative guidance. Also discussed are publication projects, activities at properties, and NTHP participation in national historic preservation matters. Volume: approximately 10 feet. Annual accumulation: <1 foot.

Disposition: Permanent. Transfer to the National Archives in 5 year blocks when 20 years old.

12. Record set of Historic Preservation Magazine, Preservation News, and Preservation Press Books. Arranged by publication. One copy each of all NTHP official publications (apart from the Forum series; see item III/7). Volume: approximately 20 feet. Annual accumulation: <1 foot.

Disposition: Permanent. Transfer to the National Archives in 5 year blocks when 20 years old.